



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 2ND INFANTRY DIVISION  
UNIT #15041  
APO AP 96258-5041

REPLY TO  
ATTENTION OF:

EAID-CG

11 JUL 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #14, Government Travel Charge Card

1. This is a new policy letter, effectively immediately. It remains in effect until rescinded or superseded.
2. References:
  - a. Department of Defense 7000.14-R, DoD Financial Management Regulation, Volumn 9, Chapter 3.
  - b. Bob Stump National Defense Authorization Act (Public Law 107-314).
  - c. Travel and Transportation Reform Act of 1998 (Public Law 105-264).
  - d. USFK Command Policy Letter #14, Government Travel Charge Card, 19 June 2006.
3. This is policy applies to all 2d Infantry Division military and civilian employees.
4. The Travel and Transportation Reform Act of 1998 stipulates that the Government Travel Charge Card (GTCC) be used by all U. S. Government personnel to pay for costs incident to official business travel. This typically includes, but is not limited to, the purchase of airline tickets, billeting, and costs of meals.
5. Use of the GTCC is mandatory for all military and civilian employees while on official travel, unless they are specifically exempted. Commanders and leaders at all levels must ensure that members of their organizations are issued and trained to properly use their GTCC while on official government travel. To ensure proper use of the GTCC and prevent abuse and delinquencies, commanders and leaders will ensure the following:
  - a. Ensure that delinquent cards and cards that are being used inappropriately are expeditiously deactivated and corrective or disciplinary action taken as appropriate.
  - b. Require cardholders to use the "split-disbursement option." Split disbursement is mandatory for all travelers using the card and must be properly annotated on all travel vouchers before payment is made.

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c. Do not issue GTCCs to individuals that are expected to travel infrequently. Check to see how often the applicant travels or expects to travel before approving an application for a GTCC.

d. Ensure that cardholders are trained on the proper use of the card, individual responsibility to pay all debts when due, and mandatory split disbursement.

e. Assist cardholder in a travel status for more than 30 days in filing interim travel settlements.

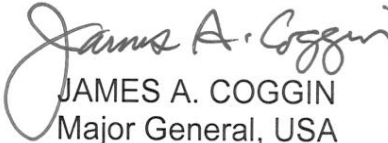
f. The Division Agency Program Coordinator (APC) will screen card transaction each month for unauthorized purchases and delinquencies.

g. Ensure that personnel are financially prepared to deploy or permanently change duty location. Service members must know their options for obtaining funds and paying bills during deployments and while changing permanent or rotational duty locations.

h. The Division APC will ensure in-and out-processing procedures require cardholders to process through the Division APC.

6. Cardholders who misuse their GTCC are subject to administrative or disciplinary action, as appropriate. Commanders and other leaders must ensure that service members and civilian employees use the Government Travel Card responsibly. By ensuring that our personnel use their cards properly, we can support the DoD and Service standards for reducing delinquencies and inappropriate usage.

7. Questions regarding this policy should be directed to the G8 Division (RM) at DSN 732-8734.

  
JAMES A. COGGIN  
Major General, USA  
Commanding

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